



STAFF REPORT

January 16, 2002

TO: LAFCO Commissioners

FROM: Everett Millais, Executive Officer

SUBJECT: Budget Report – Second Quarter/First Half FY 2001-02

RECOMMENDATION:

Accept the second quarter/first half budget report for fiscal year 2001-02.

DISCUSSION:

The LAFCO policies and procedures, approved December 12, 2001 as a part of the Commissioner's Handbook, requires the Executive Officer to provide the Commission with quarterly budget reports. The County Auditor-Controller's office is in the process of preparing a report reflecting expenditures and revenues as of December 31, 2001. This report will be distributed under separate cover prior to the January 16, 2002 meeting along with any recommendations for adjustments or transfers.

The next quarterly budget report will be presented to the Commission for action in April 2002.

COMMISSIONERS AND STAFF:

COUNTY: Steve Bennett, Vice Chair Kathy Long Judy Mikels, Alternate	CITY: Linda Parks John Zaragoza Evaristo Barajas, Alternate	PUBLIC: Louis Cunningham Kenneth M. Hess, Alternate	SPECIAL DISTRICT: Jack Curtis John Rush, Chair Dick Richardson, Alternate
EXECUTIVE OFFICER: Everett Millais	PLANNER III: Hollie Brunsky	CLERK: Debbie Schubert	LEGAL COUNSEL: Noel Klebaum

MEMORANDUM

DATE: January 9, 2002

TO: LAFCO COMMISSIONERS

FROM: Everett Millais, Executive Officer

SUBJECT: Six-Month Budget Report

Enclosed is a budget report prepared by the County Auditor/Controller's office for the six months ending December 31, 2001. Overall, revenues and expenditures are within budget projections. No adjustments between the 1000 object code expenditures (salaries and benefits) and the 2000 object code expenditures (services and supplies), or transfers of funds from contingency are recommended at this time.

In reviewing the budget report, the following items are noteworthy:

- 1) While staff thought that all revenue had been collected from the County, cities and districts, there is still \$9177 due to LAFCO as revenue (see object code 9372 – Other Governmental Agencies). Of this amount approximately \$9110 is due from Casitas Municipal Water District and approximately \$67 is due from Simi Valley Public Cemetery District. Staff has contacted each of these districts about their unpaid bills. The General Manager of Casitas Municipal Water District indicated that their Board approved the expenditure and that he will follow-up to ensure that payment is made. The contact person with the Simi Valley Public Cemetery District is a member of that Board. Staff faxed him the "second notice" bill from the Auditor/Controller and he indicated that he would bring the issue to that Board at their January 10 meeting.

The CKH provides that if payment is not made, "the commission may determine an appropriate method of collecting the required payment, including a request to the auditor to collect an equivalent amount from the property tax, or any fee or eligible revenue owed to the county, city, or district." (Sec. 56381(c)) If either Casitas Municipal Water District or Simi Valley Public Cemetery District fails to pay their outstanding bills within the next month, this matter will be placed on the Commission's February agenda for action.

- 2) Revenues from fees (object code 9772 – Other Revenue – Miscellaneous), is at approximately 57% of the budgeted amount. LAFCO application activity, however, typically trails behind general economic trends for the region. Thus, it should not be assumed at this point in the fiscal year that the application activity

of the last six months will continue. The amount of fees that might be collected during the final half of this fiscal year cannot be projected with any certainty. Any of the \$80,000 budgeted amount not collected from fees will have to be made up from contingencies and/or reduced expenditures.

- 3) As of December 31, LAFCO has not been charged for any County services under the County's cost allocation plan (object code 2158) or for services by County departments not under the cost allocation plan (object code 2304). The accrued amounts that may be charged, and when charges may be made, are unknown and not under LAFCO staff control. This aspect of this year's budget could be problematic in planning for next year's budget and will likely require further review as a part of the next budget report in April.
- 4) Getting underway with the mandated service review process could entail extra expenditures this fiscal year, especially for mapping services. While no adjustment is now necessary, the Public Works – Charges object code (2197) will need to be monitored closely.

Comments, questions or direction to staff by the Commission about any aspect of the budget are appropriate as a part of the consideration of the six-month budget report.

Cc: Christine Cohen, Auditor/Controller
Noel Klebaum, LAFCO Counsel

VENTURA LOCAL AGENCY FORMATION COMMISSION
BUDGET TO ACTUAL FY2001-02
FOR SIX MONTHS ENDING DECEMBER 31, 2001 (50.41% of year)

<u>Summary</u>	<u>Budget</u>	<u>To Date</u>	<u>% of Budget</u>
Revenue	548,737	506,735	92.346%
Obligations	548,737	188,542	34.359%

		Revenue/Obligations			Total	Variance
Account Number	Title	Budget	Actual	Encumbered	Revenue/ Obligation	Favorable (Unfavorable)
REVENUE						
8911	Interest Earnings	0	1,531.10	0.00	1,531.10	1,531.10
9372	Other Governmental Agencies	468,737	459,560.00	0.00	459,560.00	(9,177.00)
9772	Other Revenue - Miscellaneous	80,000	45,644.00	0.00	45,644.00	(34,356.00)
	TOTAL REVENUE	548,737	506,735.10	0.00	506,735.10	(42,001.90)
EXPENDITURES						
1101	Regular Salaries	191,410	84,318.19	0.00	84,318.19	107,091.81
1102	Extra Help	10,000	0.00	0.00	0.00	10,000.00
1106	Supplemental Payments	6,336	6,009.52	0.00	6,009.52	326.48
1121	Retirement Contribution	10,924	4,894.08	0.00	4,894.08	6,029.92
1122	OASDI Contribution	9,284	3,544.82	0.00	3,544.82	5,739.18
1123	FICA - Medicare	2,591	1,293.05	0.00	1,293.05	1,297.95
1126	POB Debt Service	26,322	12,226.53	0.00	12,226.53	14,095.47
1127	POB Savings	2,572	1,194.44	0.00	1,194.44	1,377.56
1141	Group Insurance	12,972	3,791.53	0.00	3,791.53	9,180.47
1142	Life Ins/Dept. Heads & Mgmt.	108	50.00	0.00	50.00	58.00
1143	State Unemployment Ins.	0	0.87	0.00	0.87	(0.87)
1144	Management Disability Ins.	666	315.00	0.00	315.00	351.00
1165	Worker Compensation Ins	1,536	1,180.75	0.00	1,180.75	355.25
1171	401K Plan	4,284	2,228.69	0.00	2,228.69	2,055.31
	Salaries and Benefits	279,005	121,047.47	0.00	121,047.47	157,957.53
2032	Telephone Charges - Non ISF	150	58.15	112.68	170.83	(20.83)
2033	Voice/Data ISF	2,200	872.92	0.00	872.92	1,327.08
2071	General Insurance Alloca - ISF	1,100	0.00	0.00	0.00	1,100.00
2073	General Liability 1099	209	0.00	0.00	0.00	209.00
2121	Building Maintenance	104	0.00	0.00	0.00	104.00
2125	Facil/Matls Sq. Ft. Alloc. - ISF	11,235	5,988.00	0.00	5,988.00	5,247.00
2141	Memberships & Dues	3,000	2,987.00	0.00	2,987.00	13.00
2154	Education Allowance	1,000	0.00	0.00	0.00	1,000.00
2158	Indirect Cost Recovery	93,150	0.00	0.00	0.00	93,150.00
2172	Books & Publications	700	228.50	0.00	228.50	471.50
2173	Office Supplies	2,500	832.16	208.91	1,041.07	1,458.93
2174	Mail Center - ISF	6,000	3,991.54	0.00	3,991.54	2,008.46
2176	Purchasing Charges - ISF	150	519.61	0.00	519.61	(369.61)
2177	Graphics Charges - ISF	317	906.20	0.00	906.20	(589.20)
2178	Copy Machine Charges - ISF	1,000	326.70	0.00	326.70	673.30
2179	Miscellaneous Office Expense	1,500	1,413.00	0.00	1,413.00	87.00
2191	Board Members Fees	6,000	1,500.00	0.00	1,500.00	4,500.00
2192	Information Technology - ISF	800	0.00	0.00	0.00	800.00
2197	Public Works - Charges	25,000	12,264.08	8,023.67	20,287.75	4,712.25
2199	Other Prof & Spec Service	15,000	7,755.66	34.71	7,790.37	7,209.63
2261	Public & Legal Notices	3,000	318.70	0.00	318.70	2,681.30
2273	IBM PC Leasing - Non ISF	8,000	2,343.11	4,438.75	6,781.86	1,218.14
2304	Special Department Expense	25,400	0.00	0.00	0.00	25,400.00
2522	Private Vehicle Mileage	5,217	2,534.46	0.00	2,534.46	2,682.54
2523	Conf. & Seminars Expense	14,000	9,836.03	0.00	9,836.03	4,163.97
	Services and Supplies	226,732	54,675.82	12,818.72	67,494.54	159,237.46
6101	Contingency	43,000	0.00	0.00	0.00	43,000.00
	TOTAL EXPENDITURES	548,737	175,723.29	12,818.72	188,542.01	360,194.99
	NET COST	0			318,193.09	